



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: USAID/306/18/09/OPPD

ISSUANCE DATE: December 27, 2017

CLOSING DATE/TIME: January 10, 2018

SUBJECT: Solicitation for a **Cooperating Country Personal Service Contractor (CCN PSC) – Development Program Specialist (Budget), FSN-11 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Gezim Hysenagolli
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: USAID/306/18/09/OPPD**
- 2. ISSUANCE DATE: December 27, 2017**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 10, 2018 no later than 4:30pm Kabul time.**
- 4. POSITION TITLE: Development Program Specialist (Budget) (Multiple Vacancies)**
- 5. MARKET VALUE: Equivalent to FSN-11 (Step 1 – 13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE: Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**
 - 1. General Statement of Purpose of the Contract**

The Development Program Specialist (Budget) is responsible for managing or performing a wide-range of Mission budget actions including but not limited to out-year budget planning, Congressional Notification, Operational Plan coordination and submission, allowance processing, budget change management, reconciliation, and annual, quarterly, and ad hoc budget reporting and analysis.

2. Statement of Duties to be Performed**1. Mission Budget Requisition, Planning, Notification, and Obligation**

The incumbent is responsible for:

- Working with the three Office of Program and Project Development (OPPD) Budget Specialists who each support two Technical Offices to ensure all out-year budget requests meet the needs of the Mission's program and follow the official guidance from the State Department's Director of Foreign Assistance, the USAID Bureau of Resource Management (BRM), and USAID the Office of Afghanistan and Pakistan (OAPA).

- Analyzing new fiscal year guidance on the annual out-year budget request, the Mission Resource Request (MRR), under the U.S. Embassy's Integrated Country Strategy (ICS) and coordinating the drafting of the MRR.
- Analyzing new fiscal year Congressional Budget Justification (CBJ) guidance and coordinating the drafting of the initial CBJ as well as its clearance through the Mission.
- Analyzing new fiscal year Operational Plan (OP) guidance and then coordinating the drafting, editing, and completion of the relevant budget sections of the annual OP.
- Coordinating the drafting, clearance, and transmission of all base documentation including Strategic Objective Agreement (SOAG) amendments, Implementation Letters (ILs), and other correspondence with the Ministry of Finance as needed. These documents include both financial data tables and program narratives.
- Analyzing new fiscal year appropriations language and drafting the initial version of the Mission's Congressional Notifications (Country Budget Narratives).
- Maintaining high-level contacts at the Ministry of Finance including the Director Generals of Policy and Program Implementation, Budget, Aid Management, and Treasury.

2. Mission Program Budget Implementation, Monitoring, and Analysis

The incumbent is responsible for:

- Building the technical capacity regarding USAID and United States Government (USG) annual budgeting across the six technical offices through regularly scheduled training and hands-on budget work.
- In direct coordination with the Office of Financial Management (OFM), Office of Acquisition & Assistance (OAA), and budget specialists from the Mission's six technical offices, facilitating the preparation of OPPD's contribution to the Mission's Quarterly Financial Reviews (QFRs) and the analysis needed to provide recommendations to Mission Management as to optional courses of action.
- Ensuring that decisions agreed upon during QFRs are followed up and completed, registering them when they are, and reporting progress to all Mission stakeholders.
- Providing expert analysis of QFR data for the six Mission technical offices regarding budget preparation for Project Appraisal Documents, new project and mechanism designs, cost estimates, and expenditure trends
- Supervising three OPPD Budget Specialists as they provide budget backstopping across the range of project design, planning, and implementation including daily reconciliation of the budget tracking tool Afghan Info with the Agency's Phoenix accounting system,

and the management and registering of un-sub-obligated pipeline, project mortgages, project and SOAG close out, de-obligations, accruals, open commitments, and reprogramming of funds by Objective, Program Area, Program Elements and implementing mechanism budget change notices.

- Ensuring compliance with the USAID budget policies, adherence to the Agency's forward funding guidance, and Congressional appropriation legislation, thereby facilitating program implementation.

3. Supervisory Relationship

The incumbent works under the supervision of the FSN-12 Senior Program Development Specialist (Budget). Once assigned, the incumbent is required to work with minimal supervision.

4. Supervisory Controls

The incumbent supervises up to three FSN-10 Program Development Specialists (Budget). The incumbent provides technical support and oversight to all on-budget monitors through coordination of the on-budget monitor working group.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.3, a "USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: A bachelor degree in business administration, public administration, economic, or finance is required. (Education requirement must be met at the time of application for the subject position).

Work Experience: A minimum of five (5) years prior experience in project development, monitoring and evaluation, social sector development or economics is required which includes analysis and interpretation of policies, procedures, data, and presentation of findings in written and oral form with governmental, bilateral or multilateral agencies is required. (Work experience requirement must be met at the time of application for the subject position).

Language: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).

Knowledge: General knowledge of the function and operation of foreign aid programs, particularly in the Afghanistan context, in-depth familiarity with the NGO and development community. Must be able to obtain, analyze and evaluate complex data and to prepare precise and accurate reports and analyses of information. Broad knowledge of accounting and internal control processes is required.

Skills and Abilities: The incumbent must be able to develop and maintain both internal and external contacts, including technical offices, the Regional Legal Advisor, Contracts Officer, and representatives of government and non-government participating organizations. The incumbent must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the Mission. Demonstrated capability for perceptive analysis and the ability to write and speak effectively are required skills.

III. EVALUATION AND SELECTION FACTORS

-
- Work Experience 20 points
- Knowledge 40 points
- Skills and Abilities 40 points
- Maximum Points: **100 points**

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

1. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line: **Development Program Specialist (Budget) (OPPD 1809).**

Offers must be received by the closing date and time specified in **Section I, item 3.**

REQUIRED DOCUMENTS:

- a. **Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.**
- b. **Application for Employment as a Locally Employed Staff (DS-174)**

- https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or a curriculum vitae

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
 - Ø This vacancy is open only to Afghan Nationals.
 - Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
 - Ø No in-person appointments or telephone calls will be entertained.
 - Ø Applications submitted as .RAR file will not be accepted by the system
 - Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
 - Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
 - Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
2. Offers must be received by the closing date and time specified in **Section I, item 3**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. 25% Unique Conditions of Work Allowance (UCWA)**
- b. Transport Shuttle Service to Female Staff Only**
- c. Premium Pay**
- d. Leave Benefits**
- e. Medical Benefits**
- f. Death and Disability Benefits**
- g. Retirement and other end of service benefits**
- h. Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S. Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint

procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.